*USE THIS IF YOU ONLY MET THE STAFF, NOT THE CONGRESS MEMBERS*

*The Honorable (Name of the Representative)*

*US House of Representatives*

*Washington, DC 20515*

*(OR)*

*The Honorable (Name of the Senator)*

*US Senate*

*Washington, DC 20515*

*Subject: <Describe the issue in one line>*

*Dear Representative/Senator (Name of Representative/Senator)*

*I would like to share my appreciation for the chance to meet with <write down Staffer’s name> while I was visiting Washington, DC. I understand that your staff is very busy. I am truly grateful that they took out the time to listen to issues that are paramount to <specify the issue>.*

*<Name of the Staffer> and I had a very constructive conversation regarding <write down the key points from your discussion. For example – funding for senior projects and programs, long-term supports and services, or any other issues>.*

*<You may include some important points you want to emphasize from the meeting.>*

*I look forward to solidifying this relationship with you and your committed staff. Meanwhile, if I can be of any help, please contact me without hesitation.*

*Yours sincerely,*

*<Write your name, title and organization>*